



**The Chattahoochee Nature Center invites you to participate in our Flying Colors Butterfly Festival on Saturday and Sunday, July 16 and 17, 2011.** Over 2,500 visitors representing Metro Atlanta families are anticipated for this magical weekend event. Your participation as a vendor/exhibitor will provide our guests with access to your products and refreshments during the celebration.

Live butterfly releases occur during the day and we will have a myriad of butterfly and pollinator related events focused on these beautiful winged creatures. The event will include tours of the Discovery Center, which is THE Interpretive Center for the Chattahoochee River. This unique 10,000 square foot LEED certified museum tells the story of the River from Helen to Columbus and focuses on the wildlife and plants that call the river home. With ongoing musical entertainment, arts and crafts, face painting, scavenger hunts, and other family centered activities such as live animal presentations and the Nature Exchange; this event will be a magnet for residents and visitors throughout the metro area and beyond!

Your participation as a vendor/exhibitor will provide an excellent means of interacting with environmentally-minded families in Metro Atlanta. Please find the attached Exhibitor/Vendor Information and Application Form. Additional festival information can be found online at [www.chattnaturecenter.org](http://www.chattnaturecenter.org).

**Questions?** If you have questions about selling your product or having a display at the event, please do not hesitate to contact me at [n.parker@chattnaturecenter.org](mailto:n.parker@chattnaturecenter.org) or [r.gilbert@chattnaturecenter.org](mailto:r.gilbert@chattnaturecenter.org).

Sincerely,

*Nikki Parker*

Community Programs Coordinator, Chattahoochee Nature Center, 770-992-2055 x249

*Rebecca Gilbert*

Community Programs Director, Chattahoochee Nature Center, 770-992-2055 x236

# Flying Colors Butterfly Festival Vendor/Exhibitor Information

## **GENERAL EXHIBITOR/VENDOR INFORMATION and CONTRACT PROVISIONS**

Submit your applications quickly. Applications that meet exhibiting criteria will be accepted on a first come first serve basis. Please keep copies of all information for your records.

### **DO YOUR PART!**

The Chattahoochee Nature Center requests that exhibitors and vendors offer only compostable plates, bowls, cups and flatware to festival visitors.

### **EXHIBITOR/VENDOR SPACE**

The exhibitor space will primarily be located in the Chattahoochee Nature Center (CNC) Kingfisher Hall. Guests will be entering and exiting Kingfisher Hall throughout the day so the space cannot be secured during the festival. Exhibitor tables will be one of three different sizes based on availability - please provide your own tablecloth and décor; two chairs and one table will be provided. **Additional** tables are available for only \$10.00/table. You may bring up to two more tables of your own for no charge, however we must know no later than July 1, 2011 if you are bringing your own tables and we must know how big the tables are. After July 1, 2011, additional tables must be rented from the CNC. If exhibitors would like to be outside, please plan on providing a pop-up tent (CNC has a limited number of pop-up tents available for use; please make a note on the form below if you need one.)

There are limited electrical outlets (subject to safe use and availability.) Availability is based upon request with no additional charge. If electricity is needed the exhibitor should bring any needed extension cord and/or power strip. Exhibitors should also provide their own ice.

**Set-Up:** Friday, July 15, 3 – 5pm OR Saturday, July 16, 7:30 – 9:30am  
**Event Hours:** Saturday, July 16 between 10am - 3pm  
Sunday, July 17 between 12 - 5pm  
**Breakdown:** Sunday, July 17 between 5 - 7pm

Exhibitors and exhibitor staff are not required to pay admission to the Butterfly Festival. Attendees will pay \$8 per person for CNC Members and \$10 for Non-Members. Please include name and contact information for all staff working in the Exhibitor Area on the Application form for the check in area. Up to two parking passes and exhibitor passes are available per organization/company.

CNC can provide up to 2 lunches per group for both Exhibitors and Vendors. Additional food will be available for purchase, or you may bring your own. No glass or alcohol, please.

### **APPLICATION DEADLINE**

Please return this completed application form with payment no later than **June 5, 2011**. The earlier we receive your application – the sooner we will be able to promote your participation in the event.

### **QUESTIONS?**

If you need additional information regarding the Flying Colors Butterfly Festival contact:

**Nikki Parker**, [n.parker@chattnaturecenter.org](mailto:n.parker@chattnaturecenter.org), 770-992-2055 ext. 249

**Rebecca Gilbert** at [r.gilbert@chattnaturecenter.org](mailto:r.gilbert@chattnaturecenter.org) or call 770-992-20255 x 236

# Flying Colors Butterfly Festival Vendor/Exhibitor Application

(Please print or type)

Name of Representative:

Name of Organization:

Organization Mailing Address:

Web Site URL:

E-mail:

Main Phone:

Secondary Phone:

Fax:

Number of Individuals Assisting Day Of:

Check appropriate category(s):

**Exhibitor: FREE**

Exhibitors must be providing information on pollinators. Includes 1 table and 2 chairs

**Vendor: \$100\*\***

Vendors must be selling butterfly or pollinator-related goods and/or environmentally-minded goods. Includes 1 table and 2 chairs

\*\*  You may either pay \$100, OR you may pay \$50 and donate goods with a retail value of \$50.

**Food Vendor: \$250**

Selling product and providing no samples. Includes 1 table and 2 chairs

**Food Vendor: FREE**

Food Vendors must provide samples for approximately 1000 guests with the option to provide coupons for product. Includes 1 table and 2 chairs. Vendors should provide their own ice if needed.

Please select the size for your 1 table included with Fee Category:

6' x 30" Table     8' x 30" Table     48" Round     6' x 2' Table

Is electricity needed?

Additional tables needed (6' x 3' rectangle)? \$10.00 per table How many

Do you need a pop-up tent? (limited number available; first come, first served) **yes**    **no**

What day will you be setting up? **Friday Saturday**

Please describe your display/booth and/or if selling items, what you plan to sell. (This information will be used in publicity, please describe your product/goods how you would like them portrayed):

We will provide **up to 2 lunches per organization**; both Exhibitor and Vendor. Please note your lunch choice below:

Meat:

Vegetarian:

Vegan:

**AMOUNT DUE**

Fee @ \$

Enclosed Check Number:

Paid by credit card:

exp date:

V Code:

Name on Card (if different then person above):

**DEADLINE AND MAILING ADDRESS:** Send application form with payment no later than June 5, 2011 to: Chattahoochee Nature Center, Attn: Nikki Parker, 9135 Willeo Road, Roswell, GA 30075 Make check payable to: Chattahoochee Nature Center (\$25 fee for returned checks)

Office Use: Date Application Received \_\_\_\_\_ Date of Confirmation \_\_\_\_\_

# Flying Colors Butterfly Festival Vendor/Exhibitor Contract Provisions 2011

Your signature below indicates that you agree to follow these rules and regulations.

- 1. CONTRACT:** The following rules and regulations become binding upon acceptance of this contract between the applicant (Vendor/Exhibitor), its employees and agents, and the Chattahoochee Nature Center (CNC). The Vendor /Exhibitor also assumes full responsibility for complying with any local, city, state, and federal regulations regarding permitting, sales, taxes, fire, electrical wiring, safety, and/or health. [Subject to City of Roswell and Fulton County codes]
- 2. SPACE ASSIGNMENTS:** Space will be assigned to Vendors /Exhibitors. CNC reserves the right to assign or alter exhibit locations as it deems advisable and in the best interest of the event.
- 3. PAYMENTS:** Tables will be assigned to exhibitors and vendors in good standing. Exhibitor and Vendor Fees are explained on the Vendor /Exhibitor info sheet. Payment can be made via mail by June 5, 2011 to Chattahoochee Nature Center, Attn: Nikki Parker, 9135 Willeo Road, Roswell, GA 30075
- 4. CANCELLATIONS:** Cancellations must be requested in writing and received on or before July 1, 2011. Requests should be made to Nikki Parker, n.parker@chattnaturecenter.org. All registration refunds are subject to a 15% administrative fee. Please allow 2-4 weeks for refund. No refunds processed after July 2, 2011.
- 5. SAFETY:** Any/all electrical equipment, including signs and lights, shall be in good operable condition and able to pass the inspection of the local Fire Underwriters Inspection Bureau. Each Vendor/Exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating at this festival.
- 6. USE OF EXHIBIT SPACE:**
  - (A) Over-the-counter sales are defined as transfer of goods for money, check, draft, or other kind of payment. These sales will be permitted in accordance with facility, local, city, state, and federal regulations. These transactions must be made by the Vendor/Exhibitor – CNC is unable to assist with transactions.
  - (B) Distribution by the Vendor/Exhibitor of any printed matter, souvenirs or other articles must be confined to the assigned space. No undignified manner of attracting attention will be permitted. All exhibits must fit in the space provided.
  - (C) Vendors/Exhibitors shall reflect their company's highest standards of professionalism while maintaining the exhibit during the symposium hours.
  - (D) Vendors/Exhibitors shall arrange their exhibit so it does not obstruct the general view or hide the exhibit of others.
- 7. SECURITY/LIABILITIES/INSURANCE:** Neither will CNC, their members, nor the representatives and/or employees thereof be responsible for any injury, loss or damage that may occur to the Vendor/Exhibitor, or to the Vendor/Exhibitor's employees or property, from any cause whatsoever, prior to, during or subsequent to the period covered by this application/contract.
- 8. AMENDMENTS TO REGULATIONS:** Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of CNC. They may, in the interest of the event, amend the aforementioned items covered by this contract at any time and notice thereof shall be binding on Vendor/Exhibitor equally with the foregoing rules set forth in this contract. CNC reserves the right to refuse space.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Organization: \_\_\_\_\_